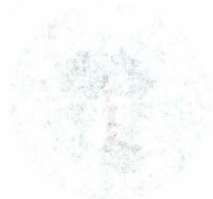


# Evaluation and Process Improvement of Federal Excess Property for Fire Departments



Brad Bramlett  
Federal Excess Property Manager  
SC Forestry Commission  
February 26, 2016





## **Problem Statement**

Currently, there are two federal programs related to excess federal property in which the South Carolina Forestry Commission (SCFC) participates. There is a need to streamline the process for applying for federal excess property as well as tracking its location once it has been received and assigned.

## **History of the SC Forestry Commission**

The South Carolina Forestry Commission (SCFC) was established in 1927 under SC Code of Law 48-23-10 (Appendix A). The original name of the agency was the SC State Commission of Forestry. The name was changed to the SC Forestry Commission in 1979. From the very beginning, the SCFC had 3 main roles: 1.) to protect the forest; 2.) to promote the benefits of forest management; and 3.) to monitor the forests' conditions (Appendix B). Fire control efforts were of utmost importance within the fledgling agency. From the turn of the century up through the early 1900s, much of the forests had been decimated by overharvesting. Wildfires were common and very devastating. The first organized forest fire control efforts were initiated in 1928 when groups of landowners in cooperation with the S.C. State Commission of Forestry formed five forest fire protection organizations for the control of woods fires on some 195,000 acres of woodland. These Forest Protective Associations, as they were known, grew in number and size until 1944 when 24 counties had organized fire protection organizations. In 1945 the General Assembly passed the South Carolina Forest Fire Protection Act which extended organized forest fire protection to every county in South Carolina - the first of any of the southeastern states to take such a step (Appendix B).



## **History of the US Forest Service**



The US Forest Service (USFS) has been around for over a century. In 1876, Congress created the office of Special Agent within the US Department of Agriculture. The main goal was to “assess the quality and conditions of forests in the United States”. In 1891, the Department expanded the office into the Division of Forestry. In 1905, President Theodore Roosevelt transformed the agency into what is now the present day Forest Service. Gifford Pinchot was tasked as the agency’s first Chief (Appendix C).

## **Federal Excess Equipment- FEPP**

The SCFC oversees two types of federal excess equipment programs in the State of SC. Both of the programs are through a partnership with the USFS. The first program is the Federal Excess Personal Property (FEPP) program. This program was started in 1956 as a program between State Foresters (state forestry agencies) and the USFS. The SCFC has been participating for several decades. This program was started as a way to assist fire departments in wildland firefighting. Most of the property originally belonged to the Department of Defense (DoD). The USFS obtains ownership of excess DoD equipment at military bases located around the country. The USFS then allows the equipment to be “loaned out” to fire departments (Appendix D). Each state forestry agency oversees the program within that state. This involves keeping an accurate and up to date inventory. The USFS requires that each piece of equipment be physically inventoried every two years. Table 1 below shows the number of pieces of FEPP equipment in SC (as of June 30, 2015) and the total value. The USFS retains ownership of all FEPP equipment. Fire departments may keep equipment as long as they want to, as long as they follow federal program guidelines.



Table 1: Status of FEPP in SC (as of June 30, 2015)

# of items	Total Value
919	\$18,495,326



### Why is it called “Property” and not “Equipment”?

It refers to anything tangible, which is NOT real estate.

Some of the more common items include things like pickup trucks that are utilized as “brush trucks”. This is a very inexpensive way for a fire department to convert a truck into a functioning firefighting apparatus.



Generators are another popular item that the fire departments use to their benefit. Some are set up permanently at the fire department to run the station, in the event of a power failure. Another option is to mount the generator on a trailer that can be taken out to the incident. This also includes items such as

fire hose, trailers, air compressors, fire trucks, and many more ... but.. NOT BUILDINGS OR LAND. The SCFC also uses FEPP items. The SCFC utilizes fixed-wing aircraft (ex- Cessna 172, 182) for wildfire detection and suppression. All twelve of our aircraft are FEPP equipment.

### How does the property become available?

As was mentioned earlier, most FEPP comes from military bases. When the DoD is no longer using property, it is obtained by the USFS. They in turn make it available to the states (Appendix E). Our agency has personnel that go online and “screen” for equipment that is wanted by fire departments. In order for a fire department to request equipment, they must first complete and sign a *Memorandum of Understanding* (MOU) with the SCFC (Appendix F).



I received approval from the FEPP/FFP Coordinator with the USFS in Atlanta to update this form, along with the Equipment Loan Agreement and the Firefighter Property (FFP) Program. I also had to get a 'Delegation of Authority Letter' from the State Forester so that I could sign these aforementioned forms and not have to get the state forester to sign them. The newly updated MOU is found in Appendix G. They must also complete and sign a *Request for Federal Excess Property* (Appendix H) form. Their request is logged onto an Excel spreadsheet (Appendix I). Equipment is screened based on the requests on file. When an item becomes available online, our screeners are "competing" with other state forestry agencies around the country. All equipment that is "camo" colored, must be painted.



All vehicles are required to be housed (kept under roof). When the fire department is finished with an item, it is their responsibility to return it to the SCFC Columbia Warehouse. The items are then put on a General Services Administration (GSA) sale that is open to the public. All proceeds of the sale go to the US Treasury with GSA paid administrative fees.



All vehicles must have "Loaned by:" stickers



## **Federal Excess Equipment- FFP**

The second, and much newer, program is called the Firefighter Property (FFP) program. In 2004, federal Legislation was passed authorizing firefighting and emergency service agencies into a higher screening authority as one of the DoD Special Programs. In August of 2005, the Forest Service signed a Memorandum of Agreement with the Defense Logistics Agency (DLA) authorizing the Forest Service to manage FFP.

On March 22, 2006 Arkansas Forestry Commission acquired the first piece of FFP



The cost to put this truck into service was \$10,036. A huge savings to the Fire Department!

## Comparison of the two programs

FEPP	FFP
Belongs to the Forest Service.	Ownership passes to recipient for <u>some</u> items.
Property use for wildland or rural firefighting.	Property for firefighting and emergency services.
Parts to be used on FEPP equipment that is used 90% for wildland or rural firefighting.	Parts can be placed on any equipment used for firefighting or emergency services.
Accountable from Cradle to Grave for all property with the exception of consumable property items.	Must show receipt, proof item was put into service and issue of Non-Demil required property items.
100% inventory conducted every 2 years.	Must inventory only the Demil required and tracked property every 2 years.
Must have FEPP property tag on all property when feasible.	No property tag required.
State screens for property in GSAXcess.	State screens for property in the DoD electronic database.

The FFP program is the primary one we are using to screen for federal excess property. Most of the equipment is newer than those in the FEPP program. The biggest advantage to FFP is that once a fire department gets the item, and puts it into service, it becomes theirs after one year. That means we don't have to inventory it after one year. There is some cost associated. The fire department has to pay a \$50 administrative charge for each item. There is also a \$2.50 charge per mile transportation fee, round trip, to pick up the item(s) at the military base. It does involve more work for us up front. There are forms that we must take to the base in order to get the item. It must also be "receipted" into Federal Excess Property Management Information System (FEPMIS). This is a federal database for all equipment. Receipting the item involves



uploading pictures and indicating where the item has been assigned. Our agency also screens FFP equipment for us to use. These mainly include items such as forklifts, ATVs, trucks, generators, etc.

### **Disposal of FEPP Equipment**

When a fire department is finished using FEPP items, they are required to return them back to our Warehouse in Columbia. Our Warehouse Manager (Billy Cockrell) receives the item and has the fire department representative to sign a FEPP Turn-in Sheet (See Appendix J). Once there are at least 20 items that have been returned, we start setting up a sale through General Services Administration (GSA). The Warehouse Manager has a long Excel spreadsheet (See Appendix K) that he uses to "write up" the sale. This involves getting the pertinent information needed for the sale. Some of the needed info includes: Lot# (this is the number we designate for each item), State and Federal #, the item description, the make/model/serial #, the # of miles or hours, etc. Once all the data has been gathered for the sale, the sheet is then given to Judy Lucas. She then enters all this info into the computer and it is uploaded to the GSA website. One of the problems is that sometimes numbers are not legible (since they are hand written). Judy will call down to get further clarification. GSA then advertises the sale on an online auction site. The successful bidder receives the "Purchasers Receipt" for each item. That receipt MUST be brought in to our Warehouse and presented before we will release the item to the buyer. Both the purchaser and a SCFC representative sign the Purchasers Receipt (Appendix L). The buyer gets a copy and we scan and e-mail the original in to GSA and USFS. Finally, that item is removed from our inventory.



### **Recommendations to help the GSA sale**

As you will see in Appendix K, the write up for the sale is a tedious process. I interviewed one of our communication/computer managers about what he recommends as a means of taking this info electronically. He recommended a Microsoft Surface 3 (Appendix M) since it has Excel. This innovative tablet can be used to enter the data directly into the Excel spreadsheet. It can also be used to take a picture of the item. I have since updated that GSA sale form (Appendix N). I can load the new GSA sale spreadsheet onto the Surface 3. Then, Billy can take that out with him, and he can enter the data directly into the tablet. It is also capable of taking pictures. The sale requires pictures of each item. Consequently, Billy can take those pictures while he is out there. I also agree that a tablet would be a great benefit for the GSA sale.

### **Newer ways to keep up with inventory**

I interviewed someone on our GIS staff. I was trying to get info concerning using QR scanner to identify a specific item. He said that there are programs where info can be entered into a database and that a QR code label can be printed. I envision that once we get smart phones, they can be utilized during the federal excess inventory done every two years. One of the challenges will be the monumental task of entering in data for approximately 900 items. What I would like to do would be to start off small and do this for the few dozen items we have here in Columbia. Then, slowly expand this over time, or as new items come in. I recommend that I get a smartphone to use to set up the QR code system. I would also use the smartphone to log into the Defense Logistics Agency (DLA) website to approve equipment our personnel have screened. I also called and talked with my counterpart in Wyoming. She said that they have their own state inventory system. They use something similar to a portable "bar code" reader.



## **Interviews from Sector Fire Supervisors**

I interviewed 3 of our Sector Fire Supervisors (previously called rangers) to get input on how they viewed the federal excess program and any comments they had. Below are the structured questions I asked each of them.

### **Question 1:** What are the major issues with Federal Excess Personal Property (FEPP) program?

**Jon Barker (Spartanburg/Union counties)-** “A piece of equipment has been moved (by the fire department) and they can’t find it. Ex.- an item was at the Inman Armory, and not the fire station. Good pictures are a necessity. Used to be an issue where an item was assigned to one fire department, but transferred to another (department) without our (SCFC) approval, but this is very rare now. Seeing some vehicles not covered/housed (being covered is a requirement of the program)”.

**Gray Vallentine (Berkeley/Charleston counties)-** “The ability to coordinate with fire departments to get access to (inventory) equipment. It is a challenge/difficult to arrange a meeting (with fire department members) since most are volunteer firefighters, when doing the inventory. Getting the fire departments to comply with the FEPP guidelines- they are in non-compliance (ex- not getting the equipment painted).”

**Brandon Craig (Horry/Marion counties)-** “The fire departments have a bigger imagination to get the equipment set up properly- they imagine it way better than it actually turns out. They have good intentions but it doesn’t work out that well. Also, some problems storing it at another location- it is ‘out-of-sight, out-of-mind’. Then, it gets into a state of disrepair, and (they) don’t have a way to haul it.”



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**Question 2:** If you had a magic wand and could do anything in the program, what would you do?

**Jon Barker (Spartanburg/Union counties)-** “To limit what certain departments get- make sure that whatever the fire department gets, that they use it. If they aren’t using it, they need to turn it in”.

**Gray Vallentine (Berkeley/Charleston counties)-** “To be able to enforce the guidelines swiftly; to make the ability to tow in the old equipment easier.”

**Brandon Craig (Horry/Marion counties)-** “If they (fire department) have something in the old program (FEPP), try to turn it in and get something similar to it in the new program (under FFP).”

#### **2014 USFS Audit Findings**

The USFS conducted an Audit October 27-30, 2014 on our FEPP/FFP. USFS personnel from Atlanta, Washington DC, and California were present to audit our federal excess property programs. Three teams divided up and conducted field visits. One USFS personnel was on each team, accompanied by two SCFC personnel. The audit went well and the USFS sent us a report several months later. Most of the issues were very minimal involving incorrect federal numbers on equipment. Those were easily rectified. More pressing issues were items such as some vehicles still had military camo. Others involved equipment not being used. The fire departments were notified and a vast majority of the discrepancies have been corrected.

Several pieces of equipment have been returned by the fire departments. I have made a response report and currently finalizing the results. This audit has brought to light the importance of field personnel keeping close involvement with their local fire department. It also showed how complex it is to keep up with several hundred pieces of equipment. That is one

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861.

2. The second part is a report from the Secretary of the Treasury, dated January 1, 1861.

3. The third part is a report from the Secretary of the Interior, dated January 1, 1861.

4. The fourth part is a report from the Secretary of the Navy, dated January 1, 1861.

5. The fifth part is a report from the Secretary of the War, dated January 1, 1861.

6. The sixth part is a report from the Secretary of the State, dated January 1, 1861.

7. The seventh part is a report from the Secretary of the War, dated January 1, 1861.

8. The eighth part is a report from the Secretary of the Navy, dated January 1, 1861.

9. The ninth part is a report from the Secretary of the War, dated January 1, 1861.

10. The tenth part is a report from the Secretary of the Navy, dated January 1, 1861.

11. The eleventh part is a report from the Secretary of the War, dated January 1, 1861.



reason I would like to see a QR code scanning system put in place. I have personally made phone calls to fire chiefs explaining to them the importance of following federal guidelines. Those fire departments that have not followed these guidelines have been placed on a “DO NOT ISSUE” list. This means that they are not allowed to receive any more federal excess property. This also makes them ineligible for the Volunteer Fire Assistance (VFA) grant program that I also oversee. The VFA program allows fire departments to apply for a 50-50 matching grant up to \$5,000.

### **Summary**

My ultimate goal is to streamline the process for applying for federal excess property as well as tracking its location. All forms related to this process have been updated. These forms are more “user friendly”. They should also be of time savings. The actual “request list” have been updated. This is the first major revision in at least three years. A column for the Federal Supply Classification (FSC) was added. This is helpful to sort data (ex- by the number of trucks requested). This is also used when I have to do an Acquisition Plan. This involves letting the USFS know what our total expected request of items will be. I recommend that as the sector fire supervisors are out working in their counties, to be proactive and periodically check on federal excess equipment in their counties. If any discrepancies are found, they can be dealt with right away. I’m also thinking about developing a quarterly or semi-annual newsletter to send out to fire departments around the state. Some issues I have discovered in tracking FFP is that pictures are not being uploaded into FEPMIS. As the yellow “Loaned by:” stickers are required for FEPP



Provided by:

vehicles, we have green “Provided by:” stickers that are required. We have discovered that these don’t always get distributed to the fire

department receiving FFP equipment. Therefore, I have developed a new form that can be used to ensure that each step in the process is not left out or overlooked (Appendix O). This checklist has been used and has helped to streamline the process. I plan to quarterly check the FEPMIS database to ensure FFP equipment has been put into service within the allotted timeframe. I will follow up with any fire department that does not meet this requirement. I am also going to ask the fire sector supervisors to pass along pertinent federal excess property information (ex- when bi-annual inventory will take place, updates in the program, etc.) to the fire departments at their local fire chiefs' associations meetings.

## APPENDIX A

Website location: <http://www.scstatehouse.gov/code/t48c023.php>

### Title 48 - Environmental Protection and Conservation

#### CHAPTER 23

#### Forestry Generally

#### SECTION 48-23-10. State Commission of Forestry.

There is created and established a State Commission of Forestry to consist of nine members, each of whom shall be a resident of this State and shall be appointed by the Governor. Of this commission, two members shall be practical lumbermen, one member shall be a farmer who is a landowner, three members shall be selected and appointed from the public at large, two members shall be appointed by the Governor from the public at large upon the advice and consent of the Senate and the ninth member shall be the President of Clemson University or the Dean of the School of Forestry to serve as his designee on the commission. The members of the commission shall be selected and appointed with reference to their knowledge of and interest in the forests of the State and the products derived therefrom. In making his appointments, the Governor shall make all reasonable effort to provide representation from every geographical section of the State and a reasonable balance between the interests of corporations and individuals.

HISTORY: 1962 Code Section 29-1; 1952 Code Section 29-1; 1942 Code Sections 3277, 3278; 1932 Code Sections 3277, 3278; 1927 (35) 367; 1972 (57) 2596; 1981 Act No. 178, Part II, Section 28.



## APPENDIX B

Website location: <http://www.state.sc.us/forest/scmiss.htm>

# History of the Forestry Commission

The South Carolina Forestry Commission was established by law in 1927. At its inception, the agency had three charges - to protect the forest, to promote the benefits of forest management, and to monitor the forests' condition. At that time, our forest land had been heavily cut over and was eroding badly from poor farming practices. Today South Carolina's forests provide the raw material for the state's forest products industry - the largest manufacturing industry in South Carolina.

Interest in the reforestation and protection of forest land in South Carolina began as early as 1787 when a law was passed which provided for the punishment of any person who willfully, maliciously, or negligently caused fire to do damage to the property of another. Between 1787 and 1912 some eleven bills were passed concerned with forestry, largely dealing with the protection of the forest from fire. Increasing activities in lumber and naval stores directed the attention of thoughtful individuals to the quickly disappearing timber supply. The future of South Carolina's forest resources was headed toward crisis when the General Assembly created the State Commission of Forestry on April 26, 1927.

The first organized forest fire control efforts were initiated in 1928 when groups of landowners in cooperation with the S.C. State Commission of Forestry formed five forest fire protection organizations for the control of woods fires on some 195,000 acres of woodland. These Forest Protective Associations, as they were known, grew in number and size until 1944 when 24 counties had organized fire protection organizations. In 1945 the General Assembly passed the South Carolina Forest Fire Protection Act which extended organized forest fire protection to every county in South Carolina - the first of any of the southeastern states to take such a step.

Paralleling the growth of forest fire protection, reforestation of cutover and idle land started demanding increased emphasis. Just two years after the Act creating the State Commission of Forestry, the General Assembly authorized the establishment of a state nursery to grow forest tree seedlings. The Commission was an early leader in the improvement of forest genetics. In 1961 South Carolina improved the quality of the seedlings by establishing seed orchards of superior trees through a cooperative Tree Improvement Program involving both state and industrial interests.

Farmers and other landowners began receiving direct assistance in managing their forest land in the winter of 1930-31 as a demonstration in Fairfield County. Proper thinning techniques, timber measurement and the use of equipment in the suppression of forest fires were demonstrated. Two years later such demonstrations were held in 33 counties in cooperation with the county agricultural agents. Such direct landowner assistance has grown and expanded to include individual forest land examinations.

Education has been a prime function in the fields of fire protection, reforestation, and forest management. In 1931 the forestry field was given an educational boost. Forestry was added as a study in Vocational Agriculture classes throughout the state. Today environmental educational programs such as Project Learning Tree (PLT) and Teaching Kids About the Environment (KATE) are increasing the understanding of the importance of our forests.

At present, the Forestry Commission has about 350-employees and is charged with protecting and enhancing South Carolina's forest resources. Forest firefighters are based in every county for quick response to wildfires, and project foresters are available to assist landowners throughout the state. Three regional dispatch centers coordinate statewide forest protection. The Commission operates five state forests, and a modern forest nursery which grows over 17 million containerized and bareroot seedling species for S.C. landowners. The Commission continues to provide a range of educational programs to better inform the state's citizens concerning the wise use and management of South Carolina's forest resources.

## APPENDIX C

**Website location:** <http://www.fs.fed.us/learn/our-history>

### Our History

Federal forest management dates back to 1876 when Congress created the office of Special Agent in the U.S. Department of Agriculture to assess the quality and conditions of forests in the United States. In 1881 the Department expanded the office into the Division of Forestry. A decade later Congress passed the Forest Reserve Act of 1891 authorizing the President to designate public lands in the West into what were then called “forest reserves.” Responsibility for these reserves fell under the Department of the Interior until 1905 when President Theodore Roosevelt transferred their care to the Department of Agriculture’s new U.S. Forest Service. Gifford Pinchot led this new agency as its first Chief, charged with caring for the newly renamed national forests.

## APPENDIX D

**Website location:** <http://www.fs.fed.us/fire/partners/fepp/index.html>



### What is FEPP?

The Federal Excess Personal Property (FEPP) program refers to Forest Service-owned property that is on loan to State Foresters for the purpose of wildland and rural firefighting. Most of the property originally belonged to the Department of Defense (DoD). Once acquired by the Forest Service, it is loaned to State Cooperators for fire fighting purposes. The property is then loaned to the State Forester, who may then place it with local departments to improve local fire programs. State Foresters and the USDA Forest Service have mutually participated in the FEPP program since 1956.

## APPENDIX E

**Website location (Standard Operating Procedures link on the right side of the page- it will open a MS Word document):** <http://www.fs.fed.us/fire/partners/fepp/DODprogram/>



	<p><b>MEMORANDUM OF UNDERSTANDING (MOU)</b></p> <p>between the _____</p> <p>_____ FIRE DEPARTMENT</p> <p>and the _____</p> <p><b>SOUTH CAROLINA FORESTRY COMMISSION</b></p>	
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This memorandum made by and between the South Carolina Forestry Commission, an agency of the State of South Carolina, hereinafter referred to as the COMMISSION, and the \_\_\_\_\_ hereinafter referred to as FIRE DEPARTMENT.

**INTRODUCTION**

Because of the intermingling of structures and natural cover fuels in unincorporated areas of \_\_\_\_\_ County, the objectives of the two above-named organizations are inseparable; i.e., to minimize the loss of life and property as a result of uncontrolled fire. Recognizing this, we, the undersigned, have arrived at the MEMORANDUM OF UNDERSTANDING for these primary purposes:

1. → Provide for closest possible cooperation on mutual objectives
2. → Prevent misunderstanding as to purpose and responsibilities of our respective organizations.
3. → Make possible effective support between organizations.

To implement this program, the following information as to organization makeup is exchanged:

**FIRE DEPARTMENT- MUST BE COMPLETED (may attach separate pages as needed)**

1. → AREA COVERED: attach a narrative description and/or map
2. → SOURCE OF FUNDS: List for example -- tax district, donations, county funds, other sources
3. → FACILITIES: LIST BY STATION
  - a. → Equipment: kind and type of equipment/vehicles
  - b. → Manpower: number paid vs. volunteers
4. → TYPE ORGANIZATION (Volunteer, Subscription, Tax District, Municipal)
5. → National Incident Management System NIMS compliant: YES \_\_\_\_\_ NO \_\_\_\_\_

**SOUTH CAROLINA FORESTRY COMMISSION**

1. → AREA COVERED: The state of South Carolina except for incorporated areas and federal lands not under specific agreement.  
Note: Equipment may be sent into incorporated areas upon request of the municipal fire department.
2. → SOURCE OF FUNDS: State appropriations, supplemented by federal matching funds.
3. → FACILITIES
  - a. → Equipment -- primary equipment is type 5 tractor/plow unit which may have a blade
  - b. → Manpower -- assigned firefighters with additional personnel available as needed
4. → RESPONSIBILITIES: To provide a statewide system of fire protection on all lands outside of corporate limits which support enough growth or have sufficient inflammable debris or grass to constitute, in the judgment of the COMMISSION, a fire menace to itself or adjoining lands.



## APPENDIX F (page 2 of 2)

### OPERATIONAL PROCEDURES

In areas of mutual interest, we agree to the following operational procedures:



1. → **DISPATCHING:**
  - a. → The COMMISSION will dispatch personnel and/or equipment to any known forest, brush, grass fire; to any fire of unknown character; or to any fire at the request of the FIRE DEPARTMENT.
  - b. → The FIRE DEPARTMENT will dispatch personnel to any known structure, building, residence fire; to any fire of unknown character; or to any fire at the request of the COMMISSION.
2. → **COMMUNICATIONS:** Having knowledge of same, the COMMISSION will immediately advise the FIRE DEPARTMENT of any burning or threatened structure within the FIRE DEPARTMENT'S area of operation.. (FIRE DEPARTMENT'S area of operation shown on attached map).
3. → **MUTUAL ASSISTANCE:**
  - a. → **Suppression** - When both parties are at the same fire, unified command will be utilized as appropriate.
  - b. → **Training** - Each party agrees to participate in those portions of the other party's training program when such training could be mutually beneficial.
  - c. → Each party agrees to lend its support to fire prevention programs of the other party which will increase the public awareness of the hazard and destruction of fire and/or make the purpose of this Agreement possible.

..... → The South Carolina Forestry Commission and the USDA Forest Service prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20260-9410, or call 202-720-5964 (voice or TDD). The SC Forestry Commission and the USDA Forest Service are equal opportunity providers and employers.

This agreement will be effective from the date of execution by the STATE FORESTER and will continue in force from year to year subject to any amendments which may be made hereof by mutual agreement of the parties, or unless terminated by either party by thirty (30) days written notice to the other, provided, however, that all of the provisions herein are complied with. This agreement **must** be updated every three (3) years to reflect any changes which may occur within the Commission or Fire Department.

<b>FIRE DEPARTMENT NAME:</b> _____	
<b>Mailing Address:</b> _____ _____ Street/Route/PO. Box, etc. _____ City _____ State _____ Zip _____	
<b>Cell:</b> (_____) _____ <b>E-mail:</b> _____	
<b>By:</b> _____ _____ Fire Chief	<b>Witness:</b> _____ _____
<b>Date:</b> _____	<b>Date:</b> _____
<b>SOUTH CAROLINA FORESTRY COMMISSION</b>	
<b>By:</b> _____ _____ State Forester	<b>Witness:</b> _____ _____
<b>Date:</b> _____	<b>Date:</b> _____

☐ Entered on spreadsheet  
☐ Entered in FEPMS

	<p><b>MEMORANDUM OF UNDERSTANDING (MOU)</b></p> <p>between the</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <p>and the</p> <p><b>SOUTH CAROLINA FORESTRY COMMISSION</b></p>	
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 Note: - Equipment may be sent into incorporated areas upon request of the municipal fire department.
2. → SOURCE OF FUNDS: - State appropriations, supplemented by federal matching funds.
3. → FACILITIES
  - a. → Equipment -- primary equipment is type 5 tractor/plow unit which may have a blade
  - b. → Manpower -- assigned firefighters with additional personnel available as needed
4. → RESPONSIBILITIES: - To provide a statewide system of fire protection on all lands outside of corporate limits which support enough growth or have sufficient inflammable debris or grass to constitute, in the judgment of the COMMISSION, a fire menace to itself or adjoining lands.





## APPENDIX G (page 2 of 2)

¶

### OPERATIONAL PROCEDURES¶

In areas of mutual interest, we agree to the following operational procedures:¶

¶

#### 1.→DISPATCHING:¶

- a.→The COMMISSION will dispatch personnel and/or equipment to any known forest, brush, grass fire; to any fire of unknown character; or to any fire at the request of the FIRE DEPARTMENT.¶
- b.→The FIRE DEPARTMENT will dispatch personnel to any known structure, building, residence fire; to any fire of unknown character; or to any fire at the request of the COMMISSION.¶

¶

#### 2.→COMMUNICATIONS: Having knowledge of same, the COMMISSION will immediately advise the FIRE DEPARTMENT of any burning or threatened structure within the FIRE DEPARTMENT'S area of operation.. (FIRE DEPARTMENT'S area of operation shown on attached map).¶

¶

#### 3.→MUTUAL ASSISTANCE:¶

- a.→Suppression--When both parties are at the same fire, unified command will be utilized as appropriate.¶
- b.→Training--Each party agrees to participate in those portions of the other party's training program when such training could be mutually beneficial.¶
- c.→Each party agrees to lend its support to fire prevention programs of the other party which will increase the public awareness of the hazard and destruction of fire and/or make the purpose of this Agreement possible.¶

¶

.....→ The South Carolina Forestry Commission and the USDA Forest Service prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). ¶  
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call 202-720-5964 (voice or TDD). The SC Forestry Commission and the USDA Forest Service are equal opportunity providers and employers. ¶

This agreement will be effective from the date of execution by the COMMISSION FFP/FEPP Manager, and will continue in force from year to year subject to any amendments which may be made hereof by mutual agreement of the parties, or unless terminated by either party by thirty (30) days written notice to the other, provided, however, that all of the provisions herein are complied with.. This agreement **must** be updated every three (3) years to reflect any changes which may occur within the Commission or Fire Department. Also, this agreement **must** be updated if there is a change in the fire chief.¶

¶

NOTE: Please TYPE, or print very clearly!..¶

¶

Fire Department Name: <input type="text"/>		Date: <input type="text"/> -20 <input type="text"/>	
Mailing Address: <input type="text"/>		City: <input type="text"/>	State: <input type="text"/> Zip code: <input type="text"/>
<input type="text"/>		<input type="text"/>	SC <input type="text"/> 29 <input type="text"/>
Fire Chief's Signature: <input type="text"/>		Fire Chief's E-mail Address: <input type="text"/>	
<input type="text"/>		<input type="text"/>	
Printed Name: <input type="text"/>		Cell Phone Number: <input type="text"/>	
<input type="text"/>		(.....) <input type="text"/> <input type="text"/>	



Note: please include a cell number, in case more info is needed - Thanks.¶

¶


SC Forestry Commission- FEPP/FFP Manager: <input type="text"/>	Printed Name: <input type="text"/>	Date: <input type="text"/>
<input type="text"/>	Brad Bramlett <input type="text"/>	<input type="text"/> -20 <input type="text"/>

¶

# APPENDIX H

	<h2 style="margin: 0;">Request for Federal Excess Property</h2> <p style="margin: 0;">for</p> <h3 style="margin: 0;">Federal Excess Personal Property (FEPP) and Firefighter Property (FFP)</h3>	
---	--	---

Please TYPE, or print (clearly), except when a signature is needed.

A. Fire Dept./Station Name:		B. County:	
C. Mailing Address:		D. City:	E. State: SC
F. Zip code:	G. Fire Chief's Name:		H. Cell: ( )
I. Fire Chief's e-mail:		J. Work: ( )	
K. Signature: 		L. Date: 20	

Place a <input checked="" type="checkbox"/> (checkmark) below beside each item requested	Maximum Amount Fire Department is willing to spend on equipment if <b>FFP</b> : \$														
<div style="display: flex;"> <div style="width: 30px; text-align: center;">↓</div> <table style="width: 100%;"> <thead> <tr> <th style="width: 40%;">Equipment Requested</th> <th style="width: 60%;">Remarks/Comments/Size (ex. 4x4, 3/4-ton, 30kw, 1,500-gal, etc.)</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Pickup Truck</td><td></td></tr> <tr><td><input type="checkbox"/> Generator (5kw up to 60kw)</td><td></td></tr> <tr><td><input type="checkbox"/> Fire Truck/Pumper</td><td></td></tr> <tr><td><input type="checkbox"/> Tender (Tanker Truck) 10-wheeler</td><td></td></tr> <tr><td><input type="checkbox"/> Tender (Tanker Trailer) Semi</td><td></td></tr> <tr><td><input type="checkbox"/> Cargo Truck</td><td></td></tr> </tbody> </table> </div>	Equipment Requested	Remarks/Comments/Size (ex. 4x4, 3/4-ton, 30kw, 1,500-gal, etc.)	<input type="checkbox"/> Pickup Truck		<input type="checkbox"/> Generator (5kw up to 60kw)		<input type="checkbox"/> Fire Truck/Pumper		<input type="checkbox"/> Tender (Tanker Truck) 10-wheeler		<input type="checkbox"/> Tender (Tanker Trailer) Semi		<input type="checkbox"/> Cargo Truck		
Equipment Requested	Remarks/Comments/Size (ex. 4x4, 3/4-ton, 30kw, 1,500-gal, etc.)														
<input type="checkbox"/> Pickup Truck															
<input type="checkbox"/> Generator (5kw up to 60kw)															
<input type="checkbox"/> Fire Truck/Pumper															
<input type="checkbox"/> Tender (Tanker Truck) 10-wheeler															
<input type="checkbox"/> Tender (Tanker Trailer) Semi															
<input type="checkbox"/> Cargo Truck															

**Note:** Only 1 of each item above may be requested.

Other, - Be SPECIFIC	Remarks/Comments

Is the property being requested thru: ☐ FEPP → ☐ FFP → ☐ or Either

Mail original, signed request to: <b>South Carolina Forestry Commission</b> <b>Federal Excess Property Coordinator</b> P.O. Box 21707 Columbia, SC 29221-1707	<b>IMPORTANT MESSAGE:</b> By signing this form, you are giving the Forestry Commission the right to screen an item on behalf of your fire department. You are also stating that if you currently have any federal excess property, the inventory is up to date, and equipment is used per agreement. <b>When fire department is finished with FEPP equipment/no longer in use, it is the department's responsibility to return it to Columbia. FEPP equipment is the property of the US Forest Service.</b>
---	--

**NOTE:** Requests for equipment will be filled on a "first come, first served" basis. This request will only be active for 3 years. If you want to keep it active longer, and remain in the same place on the list, you will need to complete another request, and MAIL in the original.

Following forms are needed ☐ MOU ☐ Equipment Loan Agreement ☐ FFP Agreement → ☐ None

☐ Entered to Request spreadsheet → ☐ Checked the "Do NOT Issue" List →

Revised 01-19-16



# APPENDIX I

1	as of 02-24-16	Fire Department requests for Federal Excess Property						
2	Cooperator (FD)	COUNTY	ITEM	FSC Code	DATE REQUESTED	CONTACT PERSON	Title	PHONE NO.
3	Providence VFD	Orangeburg	Pickup truck	2320	12/22/2011	Carl Thompson	Chief	843-296-8607
4	Westminster FD	Oconee	Pickup truck 4x4 3/4 or 1 ton	2320	6/11/2012	Chris Smith	Chief	864-723-3537
5	Moncks Corner Rural FD	Berkeley	Tender - 2000 Gal	2320	8/15/2012	Scott Lee	Chief	843-296-7483
6	Moncks Corner Rural FD	Berkeley	UTV- Gator - John Deere ONLY	2340	8/15/2012	Scott Lee	Chief	843-296-7483
7	Sharon VFD	York	Tender 1600-3000 Gal.	2320	10/25/2012	Oliver Dowdle	Chief	803-627-0706
8	Gaffney Fire Dept.	Cherokee	Rescue Boat - Inflatable	1940	11/14/2012	Jamie Caggiano	Chief	864-487-8516
9	Sharon VFD	York	Generator 10 KW	6115	9/25/2014	Oliver Dowdle	Chief	803-627-0706
10	Harris Creek VFD	Chesterfield	Jaws of Life Rescue Equipment		9/29/2014	Stanley Byrd	Chief	843-858-6401
11	Townville FD (Station 17)	Anderson	Generator	6115	10/7/2014	Billy McAdams	Chief	864-444-3235
12	Lewis VFD	Chester	Fire Truck/Pumper	4210	10/15/2014	Jay Williams	Asst. Chief	803-230-1302
13	Clover FD	York	Pickup truck	2320	10/20/2014	Charlie Love	Chief	704-913-1060
14	Hampton County Fire Rescue	Hampton	Pickup truck	2320	11/4/2014	Greg Cook	Chief	803-842-9035
15	Hampton County Fire Rescue	Hampton	Generator	6115	11/4/2014	Greg Cook	Chief	803-842-9035
16	Hampton County Fire Rescue	Hampton	Fire Truck/Pumper	4210	11/4/2014	Greg Cook	Chief	803-842-9035
17	Branchville FD	Orangeburg	Generator- for their station	6115	12/11/2014	Carsten Stewer	Chief	803-240-0844
18	Blacksburg VFD	Cherokee	Pickup truck	2320	12/15/2014	Cline Gore	Chief	864-809-3413
19	Chesnee Community FD	Spartanburg	Pickup truck 4x4 3/4 or 1 ton	2320	1/15/2015	Kevin Gregory	Chief	864-327-5049
20	Walker-McElmoyle	Anderson	Fire Truck/Pumper	4210	1/15/2015	Kevin Kay	Chief	864-940-1636
21	Walker-McElmoyle	Anderson	Tender	2320	1/15/2015	Kevin Kay	Chief	864-940-1636
22	Moncks Corner Rural FD	Berkeley	04-'09 Evinrude motor: 90-115 HP		1/30/2015	Scott Lee	Chief	843-296-7483
23	Elko FD	Barnwell	Pickup truck	2320	2/17/2015	Michael Schumpert	Chief	803-671-4163
24	Colston FD	Barnberg	Generator	6115	2/24/2015	Mack Clayton	Chief	803-793-6735
25	Goose Creek RFD	Berkeley	Generator	6115	3/21/2015	Bob Maibach	Chief	843-729-2179
26	Abbeville HQ	Abbeville	Pickup: 1/2 to 3/4 ton	2320	3/30/2015	Dan Evette	Chief	864-378-5473
27	Corinth-Shiloh VFD	Oconee	Pickup truck	2320	4/17/2015	Michael Zambito	Chief	864-723-3353
28	Whitney FD	Spartanburg	Pickup truck	2320	6/16/2015	Shawn Petras	Chief	864-809-7228
29	Whitney FD	Spartanburg	Fire Truck/Pumper	4210	6/16/2015	Shawn Petras	Chief	864-809-7228
30	West Middle FD	Orangeburg	Pickup truck	2320	7/9/2015	James Padgett	Chief	803-308-4245
31	Hartsville, City of	Darlington	UTV (Mule or Gator)	2340	9/10/2015	Jeff Burr	Chief	843-250-8497
32	Ruby Mt. Croghen VFD	Chesterfield	Tender- truck only- they have a tank	2320	9/14/2015	Robert Hancock	Chief	843-680-0721
33	Gaffney Fire Dept.	Cherokee	Generator (large)	6115	9/18/2015	Jamie Caggiano	Chief	864-491-9907
34	Gaffney Fire Dept.	Cherokee	Welder (gas)		9/18/2015	Jamie Caggiano	Chief	864-491-9907
35	Gaffney Fire Dept.	Cherokee	Loader, skid steer		9/18/2015	Jamie Caggiano	Chief	864-491-9907
36	Gaffney Fire Dept.	Cherokee	Tractor		9/18/2015	Jamie Caggiano	Chief	864-491-9907
37	Marion Rural FD	Marion	Booster Line - Rubber	4210	9/21/2015	Billy Wallace, Sr.	Chief	843-472-2929
38	Marion Rural FD	Marion	Generator	6115	9/21/2015	Billy Wallace, Sr.	Chief	843-472-2929
39	Pee Dee Community FD	Marion	Booster Line	4210	9/21/2015	Billy Wallace, Sr.	Chief	843-472-2929
40	Pee Dee Community FD	Marion	Generator (for station)	6115	9/21/2015	Billy Wallace, Sr.	Chief	843-472-2929
41	Lowndesville FD	Abbeville	Pickup, 1/2 to 3/4 ton	2320	10/12/2015	John Holley	Chief	864-378-5473
42	Pickens rural FD	Pickens	Pickup, 4x4 long bed	2320	12/7/2015	Billy Gibson	Chief	864-844-5268



# APPENDIX J



## Turn-In

### OF FEDERAL EXCESS PROPERTY SOUTH CAROLINA FORESTRY COMMISSION

Note: FEPP items are property of the US Forest Service.



Items:	Trans- mission*	"E" or "F" #	AG# (if present)
1. _____ VIN or SN			
2. _____ VIN or SN			
3. _____ VIN or SN			
4. _____ VIN or SN			
5. _____ VIN or SN			

- Transmission: (A) Automatic or (M) Manual or (N/A) Not applicable

FROM	Transferred <b>FROM</b> Fire Department/Office	County	Date
	Signature	Print Name	Title
	X		20

<b>Turn-in (Returned to): SC Forestry Commission- Outside Lot</b>	
X	Signature _____ DATE 20____

<b>APPROVED BY:</b>	SCFC State Office Signature Required	Date
	X	20

<u>SCFC Office Use Only</u>	
<input type="checkbox"/> Modified in FEPMIS on _____ 20____ by _____	<input type="checkbox"/> Copy placed in fire department file
<input type="checkbox"/> Original placed in <b>"TURN-IN"</b> file	





# APPENDIX L

## GSA FEDERAL ACQUISITION SERVICE OFFICE OF PERSONAL PROPERTY MANAGEMENT

### PURCHASER'S RECEIPT AND AUTHORITY TO RELEASE PROPERTY

1. FROM: GSA, FAS, 4QSCC  
SALES OFFICE, STE. 130  
77 FORSYTH STREET SW  
ATLANTA  
GA 30303  
PHARIS ALLEN  
TEL: (404)331-0401  
FAX: (404)331-7584  
pharis.allen@gsa.gov

2. PAYMENT INFORMATION  
A. TYPE  
N REFUND DUE Y PAID IN FULL  
B. AMOUNT: C. FORM OF PAYMENT: V  
\$185.00 49686 03494C  
D. REGISTER/REPORT NO.  
(INTERNAL USE ONLY)  
P4513640/1243N7-5105-SC01  
E. REG TYPE: O (INTERNAL USE ONLY)

3. DEPOSIT INFORMATION  
A. APPROPRIATION ACCOUNT NUMBER  
255X4671

ACKNOWLEDGEMENT IS MADE OF PAYMENT IN FULL FOR THE PROPERTY LISTED  
BELOW. RELEASE OF PROPERTY AT THE REQUEST OF THE PURCHASER IS AUTHORIZED.  
PURCHASER MUST PRESENT THIS DOCUMENT AT TIME OF REMOVAL.

4. DATE PURCHASER MUST REMOVE PROPERTY BY, UNLESS NOTIFIED BY GSA: 09/23/15

5. COLLECTION OFFICER /S/ DIANA DANIEL 09/12/15

6. PURCHASER  
BIDDER NO.: 184077  
HOEPNER  
MICHAEL A  
21753 TYEE RD  
MOUNT VERNON  
VA 98274  
TEL: (360)446-4522  
FAX: (360)446-3387  
SHAWNTO@YAHOO.COM

7. OWNING AGENCY OR REPORTING OFFICE  
USDA FS  
FIRE AND AVIATION FEPP  
1720 PEACHTREE RD NW ROOM 746  
ATLANTA  
GA 30309  
BRAD BRAMLETT  
TEL: (803)896-8810  
FAX: (803)798-8097  
JLUCAS@FORESTRY.STATE.SC.US

8B. SIGNATURE OF PURCHASER  
OR DESIGNATED PERSON  
(ACCOMPANIED WITH WRITTEN AUTHORIZATION)

8A. PROPERTY LOCATION  
SOUTH CAROLINA FORESTRY COMMISSION  
5500 BROAD RIVER ROAD  
COLUMBIA  
SC 29212  
JUDY LUCAS  
TEL: (803)896-8810  
FAX: (803)798-8097  
JLUCAS@FORESTRY.STATE.SC.US

8C. DATE 10-3-15

8D. EXCEPTIONS NOTED BELOW  
YES ☒ NO

9. PROPERTY DESCRIPTION  
A. SALE NO. 41QSC15946 B. LOT NO. 001 C. CONTRACT NO. GS04F15FBEC871 D. QUANTITY 1 E. UNIT LT

Lot estimated to contain a 1973, 600 gallon tank, color red. Property available for viewing by appointment only. Removal of property by appointment only. Inspection of property prior to bidding strongly recommended. Please contact custodian to schedule appointment for viewing and removal. Office hours are Monday thru Friday. Office is closed on weekends and holidays. Purchaser is responsible for all shipping and handling. Property requiring more than one individual to load purchase please bring help. We will not be able to assist with loading purchase. Parts may be loose, broken, or missing. All known deficiencies have been listed. Other deficiencies may exist and other repairs may be required. The condition of the property is not warranted. Repairs of property are not permitted.

Released by: Billy Caldwell

Date: 10-20 20 15

Picked up by: Mark

Date: 10-20 20 15



## APPENDIX M



[Enlarge](#)

### Microsoft - Surface 3 - 10.8" - Intel Atom - 128GB - Silver

Model: 7G6-00014 | SKU: 4217901 |  
Customer Rating: ★★★★★ 4.4 (266 customer reviews)

**Shipping:** FREE Standard  
Get it by 2/17/2016 for 29036 [Edit](#)  
Order by 12:00 p.m. CT on 2/12/2016

**Store Pickup:** Available at most stores  
[Check Stores](#)  
[Learn more about store pickup](#)

**PRICE MATCH GUARANTEE**

**Add to Cart**

**\$499.99**  
**ON SALE**

**SAVE \$100** (Reg. \$599.99)

**FREE SHIPPING**  
on orders \$35 and up

[Add to List](#)

[Add to Registry](#)

[Overview](#)

[Specifications](#)

[Ratings & Reviews](#)

[Accessories](#)

[Protection & Services](#)



### Special Offers

[See \(6\) Special Offers](#)

### Cardholder Offers



[See \(2\) Financing Offers](#)



## APPENDIX O

### CHECKLIST for Initial Acquisition and Item Receipt: Fire Department

Fire Department: \_\_\_\_\_ County: \_\_\_\_\_

- ☐ C-5 (Signed and dated) DRMO: \_\_\_\_\_
- ☐ Digital pictures taken (1MB max per picture). Set "date stamp" for each photo.
- ☐ Inventory Worksheet completed
- ☐ 1348 form
- ☐ Received item into FEPMIS on: \_\_\_\_\_ 20\_\_\_\_ by: ☐ JL or ☐ BB
- ☐ DoD Invoice given to accounting on: \_\_\_\_\_ 20\_\_\_\_ by: ☐ JL or ☐ BB
- ☐ DoD Transfer form
- ☐ Given transfer package in folder
  - ☐ Instruction sheet to fire chief
  -  Must PAINT item and put into service by \_\_\_\_\_ 20\_\_\_\_
  -  We will hold the SF-97 until the one-year in service is up
- ☐ 2 green "Provided by" Stickers
- ☐ Info entered on spreadsheet
- ☐ Paperwork put in fire department file ☐ Paperwork put in FFP folder

Sept 30, 2015